

**MINUTES OF A REGULAR MEETING  
OF THE AIRPORT COMMISSION**

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, May 11, 2006 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Dingman, Donnellan, Gates, Haddon, Ouwerkerk, Tymczyszyn, and Chairperson Pyles

Absent: None.

Also Present: Facility Operations Manager Megerdichian, Assistant City Manager Giordano, Project Manager Wisz, Airport Business Manager Zucker, and Torrance Police Department Captain Kreager.

**3. FLAG SALUTE**

Assistant City Manager Giordano led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Ouwerkerk, seconded by Commissioner Donnellan, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval.

**5. APPROVAL OF MINUTES OF APRIL 13, 2006**

**MOTION:** Commissioner Donnellan moved for the approval of the April 13, 2006 Airport Commission meeting minutes as submitted. Commissioner Haddon seconded the motion; a roll call vote reflected unanimous approval (with Commissioners Ouwerkerk, Tymczyszyn, and Pyles abstaining).

Responding to Commissioner Donnellan's inquiry regarding the Mercedes lease, Facility Operations Manager Megerdichian stated that he would mail Commissioners copies of the lease before the next Commission meeting.

**7F. STATUS REPORT ON PROPOSED DESIGN OF AIRPORT SECURITY PLAN**

This item was considered out of order.

Assistant City Manager Giordano provided an overview of the evolution of the Airport Security Plan, noting that tonight's presentation was a status report and not an

action item. She stated that the Plan started in 2000 with the goal to improve security at the Airport. She discussed meetings with interested parties who provided extensive feedback regarding the control of ingress into the Airport.

Captain Kreager stated that he is part of the Torrance Emergency Preparedness Team and oversees the Police Department's Emergency Services section. He indicated that the Police Department is supportive of the project and considers the Airport a City and regional asset that deserves to be protected and secured. He noted that the Police Department has adequate manpower to accept and monitor live feed and be in a position to respond.

Project Manager Wisz provided a summary of accomplishments since the last report to the Commission that included hiring P&D Consultants, performing field surveys, preparing base maps, developing an ILS model, researching other airports and vendors, and identifying details for final design.

Project Manager Suhair Qoborsi, P&D Consultants, gave a power point presentation on the design elements of the Airport Security Project. She discussed fence improvements that include removal of existing fencing and installation of an 8-foot high perimeter chain link fence all around the Airport except for Airport Drive, noting that Airport Drive would have 6-foot high wrought iron fencing.

She stated that gate improvements would reduce entry points from 42 to 18 and include 10 motorized vehicle gates, two non-motorized vehicle gates, and six pedestrian gates. She discussed vehicle gate security elements that would require proximity card readers to open gates and would allow free exit from the Airport. She noted that there would be surveillance cameras installed to capture the general view of each motorized vehicle gate entry as well as license plate cameras at the three main vehicle entries on Airport Drive. She stated that faster gate motors to close the gates and deterrent arms would be installed to prevent tailgating, and that the access control system would be centralized sending all the card access and camera data to a central system at the G.A.C.

She provided a summary of general security elements that would include surveillance cameras at the tie-down apron in front of the G.A.C. and East T hangers, network communication from the Airport to the Torrance Police Department, photo ID badges issued at the G.A.C., an intercom system at the Tower Gate to buzz in deliveries, and power and wireless data transmission through trenched ducts. She provided details about the security camera system that would allow continuous 24-hour camera surveillance and video recording based on motion detection, noting that the capacity and length of archiving was 13 months. She concluded her presentation with a discussion centered on illumination requirements, fixture selection, power sources, as well as the height, location, and spacing of lights at T hangars.

Project Manager Wisz reported that the revised budget estimate for the project is \$1,942,000, noting that so far there is approved appropriation of \$900,000. He stated that original assumptions did not anticipate industry-wide cost increases for materials and construction or the complexity and scope of the design concept. He provided a budget summary of each of the main components of the project—fences/gates, cameras/keycards, lighting, and G.A.C. entry road.

Responding to Commissioner Haddon's inquiry, Assistant City Manager Giordano stated that the original budget estimate of \$900,000 was made prior to presentation to the Commission in February 2004. She advised that a Project Request Form and information item would be presented to City Council on May 16, 2006, and that the item would be brought back to the Commission on June 8, 2006 for a budget recommendation.

Project Manager Wisz stated that, once a budget has been approved by City Council, P&D Consultants would be given a notice to proceed with the final design. Following bid process and award, construction would begin with construction completion estimated at six months.

When Commissioner Donnellan stated that he was shocked by the additional funding requirement, particularly for surveillance cameras, Assistant City Manager Giordano explained that originally staff did not realize how expensive the cameras/key card/gate/transmission system would be. She stated that they met with many vendors and that this system would allow them to meet their original goal to limit the number of gates and provide necessary security, noting that storing data for 13 months was very expensive.

In response to Commissioner Donnellan's inquiry, Project Manager Qoborsi provided additional details about fencing, noting that fencing on Skypark Drive would be replaced due to height requirements. She assured him that the East T lighting would be pointed toward the ground and would not interfere with pilots.

Commissioner Tymczyszyn stated that he supported the original plan for increased security, but questioned why they needed the "Fort Knox" of airports. He recalled approving cameras at the three entry gates, but did not realize they would be tied into the Police Department. He questioned the concern about the East T and ramp parking area where there is little activity.

Captain Kreager stated that these proposals are along with the best practices as far as "hardening the target." He discussed the importance of being able to monitor and keep unauthorized people off the campus, noting the continued intelligence concern of terrorist activities at municipal airports. He stated that the proposed system would enhance the commitment toward security in an effort of due diligence.

Commissioner Tymczyszyn questioned why the existing barbed wire was being eliminated, adding that a child could hop an 8-foot chain link fence. He stated that a security system was only as good as its weakest link, and that the fencing was its weakest link.

Project Manager Wisz noted that this was essentially the same project that was approved by City Council, with additional security enhancements at the control tower. He stated that the 8-foot fence was partly aesthetics, but was also deemed acceptable by the FAA.

Captain Kreager advised that an officer in charge would be in a position to view, review, and analyze any suspicious activity at the Airport, and that there would be no additional cost for manpower.

Commissioner Tymczyszyn received clarification that East T tenants would be able to enter the Airport on foot or bicycle with an access card.

Responding to his inquiry, Assistant City Manager Giordano advised that the additional cost would come from Airport funds dedicated for improvements.

When Commissioner Haddon questioned the number of existing gates, Facility Operations Manager Megerdichian explained that many have been welded shut or padlocked since the project's inception.

In response to Commissioner Haddon's inquiry about the project's focus, Captain Kreager stated that the Airport was a huge asset that needed to be protected.

Responding to Commissioner Gates' inquiry regarding estimated operating costs, Facility Operations Manager Megerdichian indicated that they would come from the Airport fund, noting that the technology was low maintenance and that existing General Aviation staff would monitor the system.

When Commissioner Gates questioned why there were no cameras covering the West T area, Assistant City Manager Giordano advised that their intent was not to have camera activity on aprons or parking areas, but on the G.A.C.

In response to Commissioner Gates' inquiry, Facility Operations Manager Megerdichian stated that there would be many fail safes in case of card reader failure.

Commissioner Gates initiated a brief discussion on the system's lack of capability for after hour's re-entry for transients. Assistant City Manager Giordano stated that they would look into options to address the problem.

Commissioner Ouwerkerk received clarification that one of the motorized gates would be strictly for staff use, that gates off of Crenshaw Boulevard and Madison Street would not be for public use, that G.A.C. staff was available to operate the buzz through system on Fridays, and that most likely rear license plates would be captured by cameras.

Responding to his inquiry regarding the glide slope critical area, Project Manager Wisz explained on a map that existing fencing needed to be moved back 20 feet. He further provided clarification that security lighting in the East T area was constant.

Assistant City Manager Giordano provided clarification that the public access gate near Flite Park would be tied into the key card system to determine who cards have been issued to. She further advised that State or Federal funding for this project was not available at this time.

Commissioner Gates received assurance that two new executive hangars would be included in the project.

Commissioner Donnellan was informed that an alarm would be sent to the Police Department if a gate was left ajar.

When Commissioner Donnellan suggested keeping the existing 6-foot fence on Skypark Drive, Project Manager Wisz stated that it was in very poor condition and Assistant City Manager Giordano added that it was partly for aesthetic reasons.

Chairperson Pyles summarized some of the Commissioners' concerns. He received clarification that there would still be approximately a \$4 million balance in the budget at the end of next year, noting that \$2 million was maintained in the Airport Fund balance dedicated for Airport improvements. He expressed concern about the 115% increase in the estimate, and stated that he would like to see a \$200,000 or \$250,000 decrease in the estimate, particularly in the fencing component. He thanked staff and Project Manager Qoborsi for the presentation.

Responding to Commissioner Gates' inquiry regarding income to the Airport fund, Assistant City Manager Giordano and Facility Operations Manager Megerdichian stated that additional information would be provided at the next Commission meeting.

The Commission was in recess from 8:20 p.m. to 8:30 p.m.

## **6. ACTION ITEMS**

### **6A. REVIEW AND RECOMMENDATION OF AIRPORT COMMISSION WORK PLAN**

Facility Operations Manager Megerdichian introduced the item and recommended that the Commission review the follow-up report from the workshop held on March 9, 2006 and to recommend that the work plan be forwarded to City Council.

Responding to Commissioner Donnellan's inquiry regarding the possibility of adding the security project, Facility Operations Manager Megerdichian recommended that the top five goals outlined in that report be forwarded to City Council. He stated that, following approval by City Council, the work plan would come back to the Commission for an implementation plan.

Commissioner Gates suggested changing the wording of goal #3 to: "Make recommendations regarding Airport and neighborhood development compatibility."

Responding to Commissioner Haddon's inquiry regarding goal #2, Facility Operations Manager Megerdichian explained that it meant overall value of the Airport to the community and to promote it as an asset and valuable resource.

**MOTION:** Commissioner Donnellan moved to recommend forwarding the Airport Commission Work Plan as amended to City Council. Commissioner Gates seconded the motion; a roll call vote reflected unanimous approval.

Commissioner Ouwerkerk volunteered to attend the City Council meeting to answer any questions, with Commissioner Donnellan offering to serve as second seat.

## **7. INFORMATION ITEMS FOR MAY 2006**

### **7A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT**

Chairperson Pyles noted that the following reports for May 2006 were included in the agenda material: Hangar and Tiedown Rental Status, Ongoing Projects, May Meeting Room Schedule, and Hangar Waiting List.

In response to Commissioner Ouwerkerk's inquiry, Facility Operations Manager Megerdichian advised that typically there was no refurbishment of hangars during turnovers, adding that the City was responsible for maintaining the roofs.

Facility Operations Manager Megerdichian reported that five bids were received for the Executive Hangar project on May 11, 2006, ranging from \$357,000 to \$519,000, noting that the increase from the projected estimate was because the project was appropriated in 1994.

**7B. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE PUBLIC WORKS DEPARTMENT**

Chairperson Pyles noted that the following reports were included in the agenda material: Events Requiring Emergency Response and Airfield Operations Status.

Responding to Commissioner Ouwerkerk's inquiry, Facility Operations Manager Megerdichian stated that airfield operation counts came from the control tower.

**7C. LAND MANAGEMENT REPORT – AERONAUTICAL**

No report.

**7D. COMMITTEE REPORTS**

**7D.1 COMMUNITY OUTREACH & EDUCATION COMMITTEE**

No report.

**8. ORAL COMMUNICATIONS**

**8A.** Facility Operations Manager Megerdichian reported that they have not been contacted by Cal Trans yet regarding the inspection report.

**8B.** Facility Operations Manager Megerdichian encouraged Commissioners to attend the City Yard Open House on June 3, 2006, adding that there would be an expo on disaster preparedness.

**8C.** Facility Operations Manager Megerdichian stated that he did not have an update on the recreational vehicle storage issue.

Commissioner Gates noted that Councilmember Witkowsky informed him that a committee meeting has not been scheduled yet.

**8D.** Facility Operations Manager Megerdichian stated that the produce stand would be back in business on a limited basis.

**8E.** Facility Operations Manager Megerdichian discussed the hangar development for sale by Great American.

**8F.** Chairperson Pyles announced the Torrance Armed Forces Day Parade on May 20, 2006 and reminded Commissioners to vote on Election Day.

**8G.** Chairperson Pyles announced National Fire Service Day on May 20, 2006 and that May was Asian Pacific American Heritage month.

**8H.** Commissioner Dingman expressed concern about the proposed banner towing operation that has applied for a business license.

**8I.** In response to Commissioner Gates' inquiry, Facility Operations Manager Megerdichian advised that the City has not heard a response from the Attorney General regarding the conflict of interest question.

**9. ADJOURNMENT**

**MOTION:** At 9:13 p.m., the meeting was adjourned to June 8, 2006 at 7:00 p.m. in the West Annex meeting room.

Approved as Amended June 8, 2006 s/ Sue Herbers, City Clerk
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